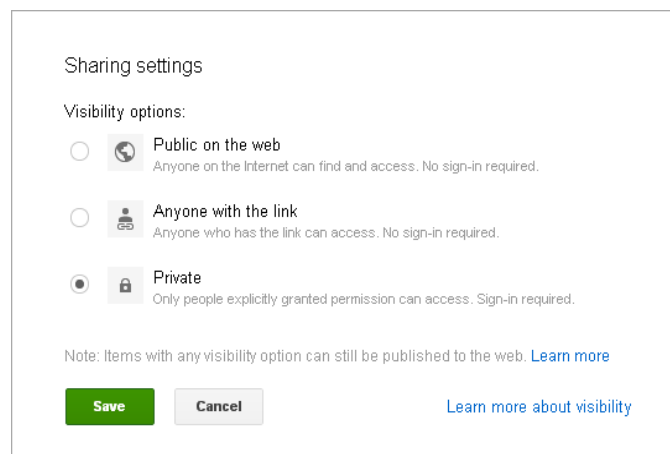


Google Docs

1. Go to: www.google.com
2. Sign in to your account (create one if you don't have one)
3. Select Documents from the menu
4. Click create and choose document
5. Enter text into the document
6. Use the editing toolbar at the top of document to change fonts, sizes, styles, alignments, etc. (It works very much like a MS Word toolbar. Hover over each item on the toolbar to see the tooltip that describes it. Click on each item on the menu bar to see a drop down list of what is available.)



7. As you work your document will be saved. (If you click on the file menu item you will see that you can also download your document in a variety of formats.)
8. You can click share to share your document.







9. You have three options for sharing
 - a. Public on the web is published so anyone can see your document
 - b. Anyone with the link can see and edit your document – no sign-in required
 - c. Private only those you invite can see and edit your document - sign in required
 - i. You can allow others to see your document and not edit it. When you select Public on the Web and Anyone with the link you will be able to choose whether you want to let them view, comment or edit.
10. Once you have made your sharing selection you click save.

11. You will be redirected back to the sharing setting page. On this page you will be able to see what sharing setting you have selected. You will see a field box where you can add the emails of people with whom you want to share the document with.


Sharing settings


Link to share (allows editing)

<https://docs.google.com/document/d/1xmQXC1e6d3C9FvL7PbUHt9-O1erIKIYYYbb6k>

Share link via:    

Who has access

 Anyone who has the link can **edit** [Change...](#)

 Karen Sipe (you) [sipekaren@gmail.com](#) [Is owner](#)

Add people:

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

12. If you click on file you will see the option to rename your document from the default of untitled document to whatever you would like.
13. Once a document is created changes can be made and will automatically saved. Each time changes are made and need to be shared you just click on the share button and decide which method of sharing you would like.

Ideas and Activities for Google Documents:

Teachers can create and share a document with other teachers to collaborate on a lesson plan or project.

Teachers can easily use Google Docs to access the same document(s) from home and school computers.

Teachers can share documents with students.

Students can share a document with the teacher, allowing the teacher to check their progress and/or edit their work.

Students can share with each other to peer-edit their writing.

Students can write a collaborative story.

Students can take class notes and then share them with others.

Students can create documents at school and then access and edit them at home.

Students can collaborate with students from a different school, city, state or country.

Students can share ideas while planning a group project.